

# User guide to Natural HR for employees

This HR system is used to

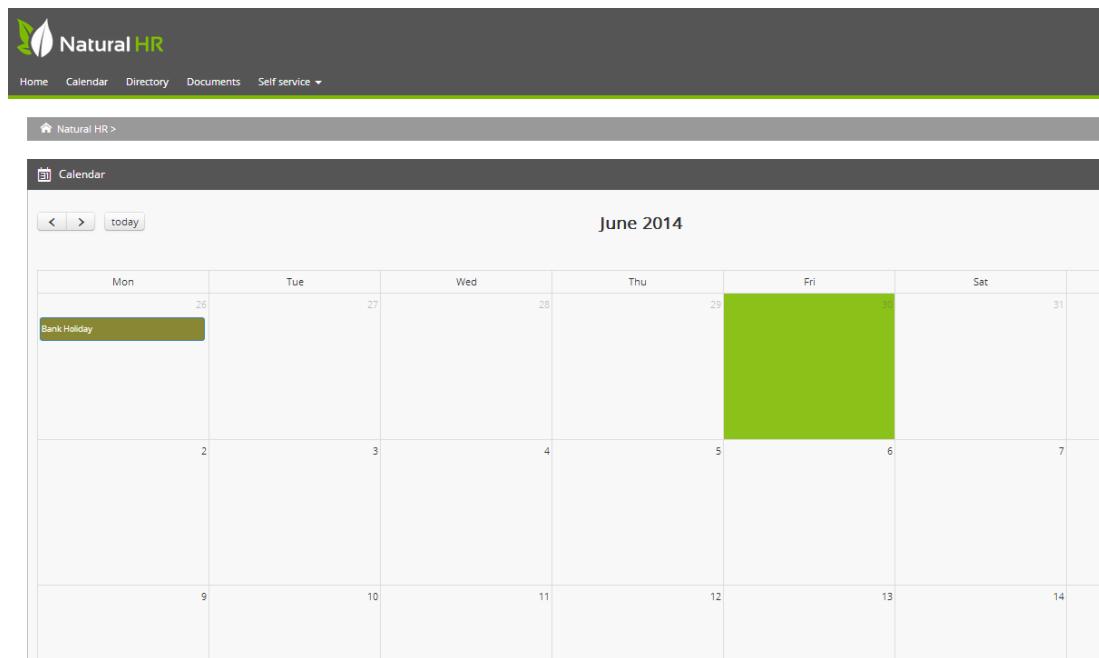
- request time off for holidays,
- complete timesheets,
- fill in sickness days
- Can download sickness certification form
- View employee handbook
- Your review, goals and training needs (when available)

[www.rdanpharmacy.co.uk/employee](http://www.rdanpharmacy.co.uk/employee).

Click on **Natural HR**

Login at top right-hand corner with email address and password provided. You can change your password to something memorable

Home page is shown below.



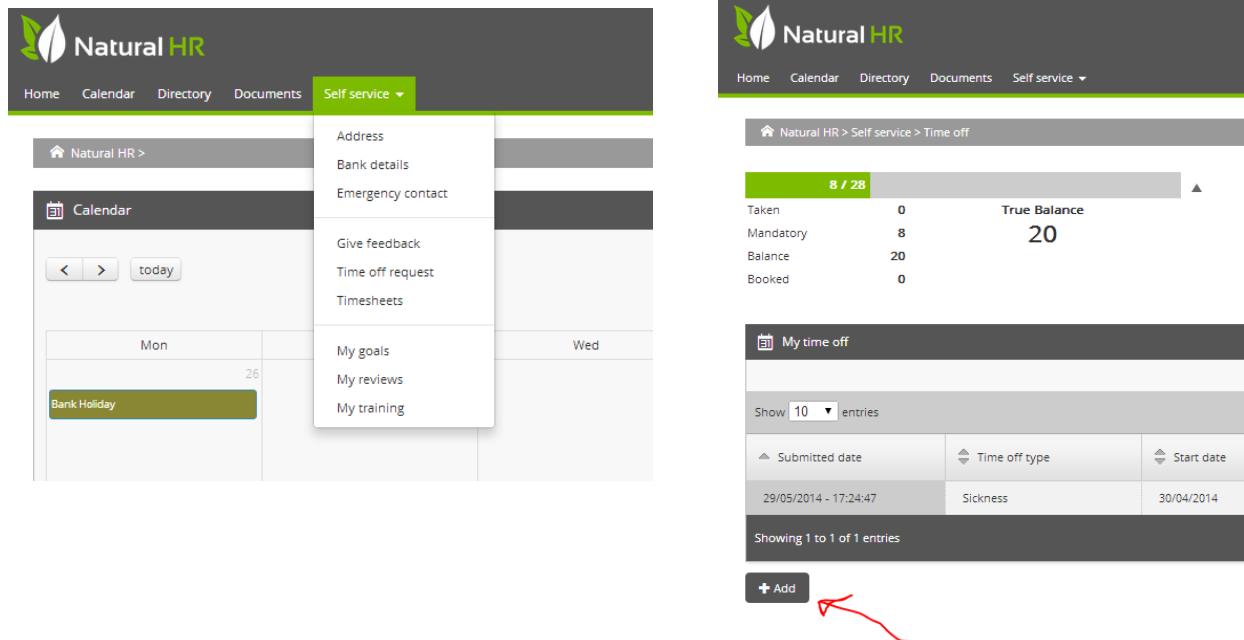
## Documents:

Here the company has loaded some documents that are relevant such as:

- Employee handbook (for reference)
- Sickness self certification form (to be completed if you are off sick for less than 4 days consecutively)
- Sickness form for SSP payment (to be completed if you are off sick for 4 or more days consecutively)

Note: If you are off sick, kindly complete the days of sickness under: self service – timeoff request – sickness.

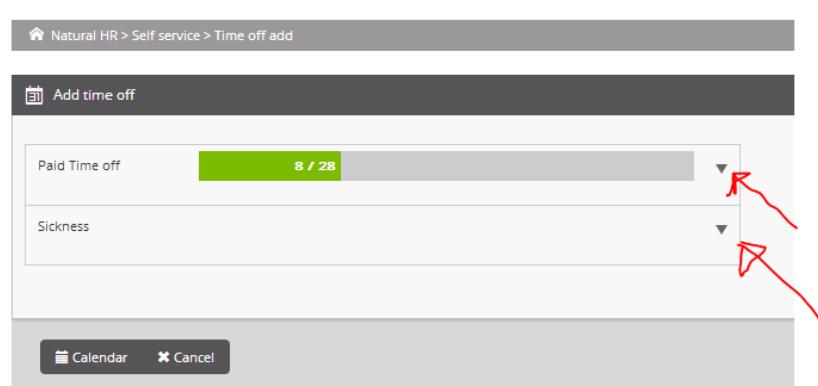
### Self service:



The screenshot shows the Natural HR self-service interface. The top navigation bar includes Home, Calendar, Directory, Documents, and Self service. The 'Self service' dropdown is open, showing options like Address, Bank details, Emergency contact, Give feedback, Time off request, and Timesheets. Below this is a calendar view for Monday, May 26, showing a 'Bank Holiday' as a green box. To the right, a 'Time off' section displays statistics: Taken (0), Mandatory (8), Balance (20), and Booked (0). Below this is a table for 'My time off' with a single entry for 'Sickness' from 29/05/2014 to 30/04/2014. A red arrow points to the 'Time off request' link in the dropdown menu, and another red arrow points to the 'Add' button in the 'My time off' section.

#### 1. Holidays and sickness absence: (the 8 days showing as mandatory are bank holidays)

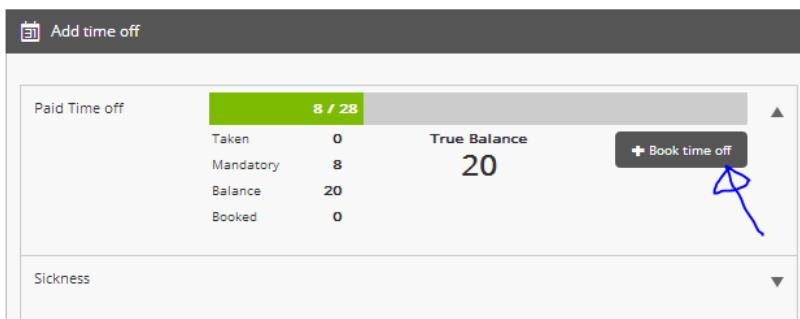
Click on **time off request** above. Then click on **add** as pointed by the red arrow above.



The screenshot shows the 'Add time off' dialog box. It has a 'Paid Time off' section with a '8 / 28' status bar. Below it is a dropdown menu for 'Time off request type' with 'Paid Time off' and 'Sickness' options. A red arrow points to the dropdown arrow. At the bottom are 'Calendar' and 'Cancel' buttons.

Choose the time off request type by selecting the arrow shown by red arrow.

Click on **book time off**.



The screenshot shows the 'Add time off' dialog box with a summary of 'Paid Time off' showing '8 / 28'. Below this is a table with columns: Taken (0), Mandatory (8), Balance (20), and Booked (0). A 'Book time off' button is located to the right of the balance. A blue arrow points to this button. Below the summary is a 'Sickness' section.

Fill in the dates you are requesting for holidays, **calculate duration** and then **submit**. This will come through to your line manager for approval.

The same procedure should be followed for sickness, if you have been absent due to sickness.

**Always check the calendar before requesting time off to ensure that a colleague is not off on the same day you want to request your day off.**

## 2. Timesheet

Click on **timesheets** from the drop down menu on **self service**. Then click on add to complete your time sheet.

**Note: timesheets must be completed at the end of the working week. For the last week up to 27<sup>th</sup> of every month has to be completed by 25<sup>th</sup> of every month so that your timesheet can be processed on time for your salary on 27<sup>th</sup>. Any timesheet for the period 25<sup>th</sup> to 27<sup>th</sup> received after 25<sup>th</sup> of every month cannot be processed on that month.**

**e.g. Timesheet for up to June 27<sup>th</sup> has to be received by 25<sup>th</sup> of June that means you can fill the 26<sup>th</sup> and 27<sup>th</sup> June in advance. If you are off sick in these dates you have to fill in the sickness request form and notify your line manager.**

Click on **add** to complete your timesheet.

1. choose the **week beginning** from the dropdown menu
2. enter start time and finish time in 24hr format as 4 digits for all the days worked e.g. **1000**(start) and **1800**(finish)
3. enter break in minutes e.g **60** (for 60 minutes break)
4. Tick **declaration box**
5. click **calculate total**

**6. click *submit***

**The time sheet will come through to your line manager for approval. (Do not click save, if not the timesheet will be in draft format) and it will not come through to your line Manager.**

The screenshot shows a timesheet submission form. At the top, there is a dropdown menu labeled 'Week beginning:' with the placeholder 'Please choose'. Below it is a 'Reference:' field with an empty input box. The main section is a grid for seven days of the week, from Monday to Sunday. Each day has four input fields: 'Start' (containing '0000'), 'Finish' (containing '0000'), 'Breaks' (containing '00'), and 'Total' (empty). Handwritten blue arrows point to the 'Start', 'Finish', 'Breaks', and 'Total' fields for each day. At the bottom, there is a 'Declaration' section with a checkbox labeled 'I verify this timesheet is a true and valid representation of the hours I have worked and breaks I have taken and that all the information I have provided is accurate to the best of my knowledge'. Handwritten numbers '1' and '2' are placed above the 'Calculate total' and 'Save' buttons respectively. The bottom bar also includes 'Submit' and 'Cancel' buttons.

My goals, My reviews and My trainings: all these are viewable if any information has been entered.